

### GUIDELINES FOR ISSUANCE OF TEMPORARY PARKING PERMIT

#### **Who should I call to obtain a Temporary Parking Permit?**

Temporary parking permits are issued by the DPW Transportation Division and Police Department Traffic Division. In general, if you need a temporary parking permit for only 1-2 days, you should call the Police Department at 617-730-2230. Parking permits needed for more than 2 days are issued by the DPW Transportation Division. For more information on those permits contact 617-730-2177.

#### **How do I apply for a Temporary Parking Permit?**

Temporary permits may be applied for in person at the DPW - Transportation Division office located at 333 Washington Street, 4th floor Monday through Thursday 8am to 5pm and Friday 8am to 12:30pm. Or by mail by submitting the [application](#) and all required documents. Temporary Permits applied for by mail will be processed within 15 business days of the date when all necessary documents are submitted.

### Who is eligible for a Temporary Parking Permit?

A Temporary Parking Permit may be issued to Brookline residents, or those employed by Brookline residents, who by reason of a unique hardship are unable to comply with the Brookline 2-hour daytime parking restriction or overnight parking ban. So as not to undermine the integrity of the 2-hour rule and overnight parking ban, a Temporary Parking Permit may be issued only for conditions that are temporary or short-term in duration. As a general rule, a Temporary Parking Permit will be issued for a period of several days or weeks, but not longer than 1 month at a time. If conditions warrant, a Temporary Parking Permit may be renewed for good cause.

Candidates for Temporary Parking Permits include, but may not be limited to, the following:

(1) Tradesmen who are employed by a Brookline resident or establishment and must park on the street because they are unable to secure off-street parking spaces. Please note that these permits are temporary in nature and are generally granted for a maximum of 3 months.

(2) Residents who must park on the street because construction-related activities at their residence does not allow them to utilize their driveways or other off-street parking spaces. It is the responsibility of the resident to first seek an alternative off-street parking from neighbors or other facilities within the Town before applying for overnight exemptions. If granted a \$10 per night fee may be charged and due at the time of issuance. Residents who are renting vehicles without overnight parking arrangements will be subject to a \$10 per night fee which is due at the time of issuance.

(3) Guests of Brookline residents who are reside outside of a 1/4 mile radius of guest overnight lots who are unable to find off-street parking. Please note that a \$10 per night fee will be charged and due at the time of issuance.

(4) Healthcare or Childcare Providers who are employed by Brookline residents and need relief from parking regulations in order to provide care without interruption.

**Can I obtain a Temporary Parking Permit that would allow me to park overnight on the**

### **street?**

Yes. The Police Department may grant permission to park on-street for 1-2 days if no alternative, off-street parking locations are available. Permission to park overnight on the street may also be granted by the Police Department in cases involving a death in the family or grave illness. If a resident needs an overnight parking space for an extended period of time, the DPW may either issue a Temporary Parking Permit for a fee or encourage the applicant to obtain a monthly overnight rental space in one of the public lots.

### **Will I need a Temporary Parking Permit on holiday weekends?**

The Captain of the Police Department - Traffic Division, may on special occasions and holidays allow on-street parking in violation of the 2-hour daytime parking restriction or overnight parking ban. For information on what holidays are covered under this policy please contact the Police Department at 617-730-2230.

### **What information will I need to provide to obtain a Temporary Parking Permit?**

Generally, when contacting either the Police Department or DPW Transportation Division, you will need to provide your name, residence location, purpose for seeking temporary relief from a parking restriction, and the make, model and registration number of the vehicle(s) involved. Reason specific documents include:

- 1) Tradesmen must provide a copy of the building permit (if applicable) and/or a letter from a Brookline resident who contracted your services;
- 2) Residents must provide a copy of the building permit (if applicable) and/or a contract from the contractor and proof of residency (copy of MA vehicle registration);
- 3) Healthcare/Childcare Providers must provide a letter of employment from the Brookline resident.

### **What conditions are associated with a Temporary Parking Permit?**

- A Temporary Parking Permit allows its holder to park a uniquely identified vehicle on a designated street during the hours and on the dates specified. Parking for less than 2 hours does not require a temporary permit.
- A Temporary Parking Permit is valid only for the time period shown on the permit. If conditions warrant, this permit may be renewed. The issue and continued use of this permit shall be at the discretion of the DPW Transportation Division.

- A Temporary Parking Permit must be displayed on the dashboard of the driver side of the car.
- The holder of a Temporary Parking Permit holder must conform with all parking restriction and prohibitions posted by signage or otherwise in effect on the assigned street (e.g., do not park in a loading zone, on a crosswalk, in a no parking zone, etc.).
- The issuance of a Temporary Parking Permit does not guarantee the holder that a parking space will be available when needed.
- Applicants for a Temporary Parking Permit must demonstrate that no alternative off-street parking is available to meet their needs.